

Code 750 Project/Task Plan (PTP) for: <Project Name>

Project Name/Title:	ESD/Code 750 <Project Name/Title>		
Project/Task ID (Assigned by Code 750 Doc. Admin; equivalent to the document #):	Code750-<PROJNAME>-<docTYPE>-<version #>-YYYYMMDD		
Project/Task Plan (PTP) Number (Assigned by Code 750 Doc Admin)	Code750-PTP-<PROJNAME>-YYYYMMDD		
Date Project/Task Plan (PTP) Initiated:	MM/DD/YYYY		
Required Completion Date:	MM/DD/YYYY		
Current Date:	MM/DD/YYYY		
Organization Code:	<org code for customer initiating project>		
NASA Project Manager(s), Team Lead(s), Task Managers:	<TL or TM Name>		
Responsible Contractor Manager:	<Contractor TL Name>		
Special Considerations (check all that apply):	<input type="checkbox"/> None <input type="checkbox"/> Project related to or dependent on another initiative <input type="checkbox"/> Other (define):		

Detailed Description:	<description>			
Change Request #: (if created)	< CR #>			
Stakeholder/Scope:	<input type="checkbox"/> Agency <input type="checkbox"/> GSFC (center-wide) <input type="checkbox"/> Division/Branch: <input type="checkbox"/> Other:			
Priority:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3			
Initial ROM cost and date:	\$_____, <proposed implementation date for each option if multiple options exist>			
Resources: (check all that apply)	<input type="checkbox"/> PM/TL <input type="checkbox"/> TM <input type="checkbox"/> Contractor TL <input type="checkbox"/> Database Admin <input type="checkbox"/> Systems Admin <input type="checkbox"/> Code 700 Support Desk			
Project Type	<input type="checkbox"/> Institutional <input type="checkbox"/> Mission <input type="checkbox"/> Other:			
Estimated Gov't FTE allocation (Enter the estimated FTE allocation required to support this activity for each functional area as determined during the development of this PTP. Estimate may be in whole numbers or percentages)	Government TL/PM:			
	Government TM:			
	Government Development:			
	Government QA Tester:			
	Government Section 508 Tester:			
	Operations:			
	Other:			
Estimated WYE allocation (Enter the estimated WYE allocation with associated hours required to support this activity for each functional area as determined during the development of this PTP. Estimates may be in whole numbers or percentages). These estimates are for Contractor work.	Include estimated resource hours and cost for each option (if multiple options is applicable)	Option 1	Option 2	Option 3
	Contractor TL:			
	Code 750 Business Analysis:			
	Development:			
	Tester:			
	Systems Administration:			
	Database Administration:			
	Other:			
	TOTAL EST. WYE (total hours, cost)	<hours, \$>	<hours, \$>	<hours, \$>
Contract Vehicle: (relates to procurement)	<list of Contractor resources>			
Current Phase:	<input type="checkbox"/> Formulation <input type="checkbox"/> Requirements Analysis <input type="checkbox"/> Design <input type="checkbox"/> Development <input type="checkbox"/> Test <input type="checkbox"/> Implementation <input type="checkbox"/> Post-Implementation			
Current State:	<input type="checkbox"/> Pending <input type="checkbox"/> In Progress <input type="checkbox"/> On Hold <input type="checkbox"/> Complete <input type="checkbox"/> Cancelled			
Required Deliverables and Reviews: (Use the Code 750 Project Categories chart to complete this section and the next)	Reviews: <list mandatory reviews>			
	Deliverables (including documentation): <list of mandatory deliverables, documentation> <input type="checkbox"/> Source Code Scan			

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As needed Deliverables and Reviews	Reviews: <list of optional reviews>
	Deliverables: <list of optional deliverables, documentation>

Project Outline: This section provides an outline for the project milestones/tasks required to complete this initiative. Insert **Actual Dates** if milestones/tasks have been completed prior to the submission of this PTP.

Check this box if team will be using a *Code 750 Project Schedule* to manage this initiative ☐

Milestones/Tasks	Baseline Start/End Dates	Actual Start/End Dates
Requirements Analysis *		
-		
Design		
-		
-		
-		
Development		
-		
-		
-		
Testing		
- Code and Unit Test		
- System Integration Test		
- Performance/Benchmark Test		
- Section 508		
- QA (Quality Assurance) Test		
- UAT (User Acceptance Test)		
(Proposed) Implementation		

*Conducted by Code 750. Requirements must be baselined in order for Development phase to begin.